

SECRET**D. OIR VACANCIES - GS POSITIONS (Continued)**

* Includes: 3 Clerk-Steno vacancies - 2 applicants in process.
 1 Time, Leave, Pay Clerk vacancy - 1 applicant
 in process.
 1 Mail Clerk vacancy
 1 [redacted] vacancy

25X1

E. A&E CONSULTANT - The Personnel Section completed final arrangements with [redacted] for the A&E utilization of [redacted] [redacted] consultant, on 10-11 August 1955.

25X1

F. [redacted] has requested the BFO/TR for authority to increase per diem rates of staff personnel on TDY at Headquarters in accordance with recent per diem rate increases. The request was referred to the XO/TR for consideration and action. X

25X1

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25X1

G. CONVERSION OF SPACE, BUILDING [redacted] - Alterations were completed in Room 147, Building [redacted]. The room is now being utilized as a vault area by the Operations School and the Area Records Officer/TR.

25X1

25X1

H. NEW PERSONNEL - [redacted] reported for duty on 8 August 1955. [redacted] primary responsibility will be Military Personnel, working under the direction of the Personnel Officer, OTR.

25X1

25X1

I. COMMO REPLACEMENT FOR [redacted] - The Office of Communications has selected a Commo Instructor [redacted] to replace [redacted] [redacted] who recently resigned. [redacted] reported to [redacted] on 9 August 1955.

25X1

25X125X1

25X125X1

25X1

J. INSTALLATION OF FLUORESCENT LIGHTING IN THE AUDITORIUM, R&S BUILDING - The contractor is gathering light fixtures and other required materials in the R&S Auditorium. Anticipated completion date of work is 19 August 1955.

K. U.S. SAVINGS BONDS - The Finance Officer, [redacted] has again requested a policy determination concerning the initiation of a U.S. Savings Bond payroll deduction plan for [redacted] employees. The request was referred to the XO/TR for further study and determination. X

25X1

25X1

L. PROCUREMENT OF DUPLICATING MACHINE FOR LANGUAGE AND EXTERNAL TRAINING SCHOOL - Two duplicating machines, one a "Contoura" and the other an Apeco "Autostat" were acquired as surplus from the Operations Office, Foreign Documents Division, and delivered to IETS/TR on 4 August. After a two-week trial period, one will be retained by IETS to reproduce lesson sheets, newspaper and magazine articles, visual aid charts, examinations, excerpts from texts, etc. The other machine will be turned over to the Supply and Services Section for disposal action.

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25X1

M. [REDACTED] - Weekly report of the utilization of [REDACTED]
[REDACTED] for the period 3 August through 9 August 1955 is attached.

25X1

[REDACTED]
Acting Chief, Administrative Branch/TB

Attachment

25X1